

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Job Title]

[Employee Department]

[Employee Address]

Dear [Employee Name],

Subject: Notice of Leave Approval

We acknowledge receipt of your leave application submitted on [Date of Application]. After reviewing your request, we would like to inform you that your leave has been approved as follows:

- \*\*Leave Start Date:\*\* [Start Date]
- \*\*Leave End Date:\*\* [End Date]
- \*\*Total Leave Days:\*\* [Number of Days]

Please ensure that all pending tasks are addressed prior to your departure. If any issues arise during your absence, you may contact [Backup Contact Person/Alternate] at [Contact Information].

We wish you a restful leave and look forward to your return.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]